



RESTRICTED

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDERSATURDAY, SUNDAY & HOLIDAY DUTY,

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1. CIG Administrative Order #9, dated 7 August 1946, subject:

"Saturday Duty, [REDACTED], is rescinded.

2. Effective immediately, Saturday, Sunday & Holiday duty will be performed by a duty officer and an assistant who will be detailed by separate memoranda from time to time..

3. Duty officers and their assistants will be on duty from 0030 until 1700 on Saturdays, Sundays & Holidays. The place of duty for the duty officer will be Room 2165, [REDACTED] the assistant will be in Room 2168. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165.

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4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in [REDACTED], accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

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5. The Assistant Directors of Offices, Chief of ICAPS and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of CIG Administrative [REDACTED], one copy of CIG Security Regulations, RESTRICTED personnel rosters, and necessary telephone directories.

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6. The duty officer or his assistant will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [REDACTED] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [REDACTED] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty will be given compensatory time off or will be paid overtime as elected by the individual concerned consistent with Civil Service regulations.

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[REDACTED]  
Colonel, AGD  
Executive for Personnel  
and Administration

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*Discarded by  
Admin. Aides No. 471  
Feb 6 Jan. 471*

## CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

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SATURDAY, SUNDAY & HOLIDAY DUTY, [REDACTED]

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1. CIG Administrative Order [REDACTED] dated 7 August 1946, subject: "Saturday Duty, [REDACTED] is rescinded.

2. Effective immediately, Saturday, Sunday & Holiday duty will be performed by a duty officer and an assistant who will be detailed by separate memoranda from time to time.

3. Duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays, Sundays & Holidays. The place of duty for the duty officer will be Room 2165, [REDACTED] the assistant will be in Room 2168. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165.

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4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in [REDACTED], accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

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5. The Assistant Directors of Offices, Chief of ICAPS and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of CIG Administrative Order [REDACTED] one copy of CIG Security Regulations, RESTRICTED personnel

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6. The duty officer or his assistant will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [REDACTED] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG.

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Any person who enters his office in the [REDACTED] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty will be given compensatory time off or will be paid overtime as elected by the individual concerned consistent with Civil Service regulations.

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[REDACTED]  
Colonel, AGD  
Executive for Personnel  
and Administration

11 December 1946

Prepared  
Sent to  
12/11/46

C.I.

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SATURDAY, SUNDAY & HOLIDAY DUTY,

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5. The Assistant Directors of Offices, Chief of ICAPS and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday, <sup>DUTY</sup> and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two

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individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of CIG Administrative Order [REDACTED] one copy of CIG Security Regulations, RESTRICTED personnel rosters, and necessary telephone directories.

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Colonel, ~~was~~ AGD  
Executive for Personnel  
and Administration

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Approved For Release 2001/05/01 : CIA-RDP81-00728R000100050043-2

11 December 1946

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE

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